



# **RAINEY ENDOWED SCHOOL**






## **SIMS PAY HELP GUIDE**

1. An email will be sent to you by the school, inviting you to become a SIMS Pay 360 user. Once registered for SIMS Pay 360, you will automatically be registered for the Parent App using the same credentials. You will receive a registration email from **noreply@sims.co.uk** containing a unique invitation code. If you have not yet received a registration email, please check your SPAM or JUNK folder. Please copy that appears in the email.

2. Open the email and copy the code that appears in the email. Then click the link as instructed. A new Internet browser window will open and you will be asked to **Sign in**. Please do not complete the top section for SIMS ID, but instead scroll down and click - Register with an External Account.

3. Select an existing account of your choice with which you would like to register. Currently, only the options below are available to sign in. If you use a BT or Yahoo email for example, you will need to use another account type from the list below to sign in. **If you use SIMS Parent for a child at another school, you will need to use your existing account.**

**Rainey Endowed does not see or have any access to the account you use.**

Option	Used with
	Apple ID
	Hotmail, Outlook, Live, Office 365, C2K
	Gmail, Google Mail
	Any Facebook account
	Any Twitter account

4. Having entered the username and password for the chosen account, you will see the SIMS Registration Form – this should autocomplete, with your name, chosen sign in account and Invitation Code. If the Invitation Code does not populate automatically, then copy and paste the code from the invitation-email. Select **Register**.



id.sims.co.uk

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Please enter the code below and tap or click Register.

**Name**

Joe Bloggs

(not you?)

**Signed in with**

Microsoft

**Invitation Code**

vtxque0jpzhEZEkaxYAGqIXkkDcoX6wx65

Register

5. You will then be asked for the date of birth of one of your children at the school, in the form DD/MM/YYYY (e.g. 07/09/1977). You may be asked for your own date of birth, but please use the data of birth of one of your children. **If the invite code and the information you provide as a security check do not match, your registration attempt will fail.**

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## Questions

You are required to provide a second piece of information to confirm your identity.

Please answer the following question.

**What is the date of birth of one of your children at the school? (dd/mm/yyyy)**

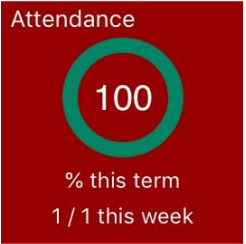
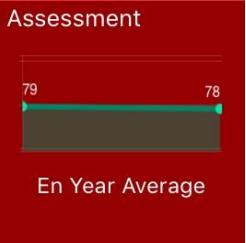



Please enter your answer

Verify

6. You will be given the option to add a credit card to be used for payments. You do not have to do so at this point and can only enter the card details if/when you need to make a payment. Upon reaching the homepage for SIMS Pay, you will have now registered for SIMS Parent. You can access the page directly at any time by visiting <https://www.pay360educationpayments.com/>

7. The SIMS Parent App can be downloaded from the Google Play or Apple App store by searching for **Sims Parent**. Once you have downloaded it, you will be asked to sign in using your chosen log-in account details. You can also use [www.sims-parent.co.uk](http://www.sims-parent.co.uk) from any web browser. When given the option, please allow notifications to be received as these will let you know when you have received a message from the school.

Within the Parent App, you will see several tiles that allow you to view information related to any children you have at the school. Upon making your first purchase using SIMS Pay 360, an additional tile will appear to show you the school meal balance for your child.

	<p style="text-align: center;"><b>Attendance</b></p> <p>The attendance icon will provide you with access to your children’s <b>attendance</b> data, including any <b>comments</b> that their teachers had added regarding their behaviour and performance. Any class within the attendance section that has a black border with a black triangle in the corner has a comment added for that particular class. Tapping the box will open the comment.</p>
	<p style="text-align: center;"><b>Assessment</b></p> <p>The Assessment icon scrolls through the data that has been produced for each set of assessments. These are added every 6 weeks. Selecting the icon will provide a full list of data for the assessment results across the current school year.</p>
	<p style="text-align: center;"><b>Timetable</b></p> <p>The timetable icon will provide a screen to show your <b>children’s timetable</b> for the current school year.</p>
	<p style="text-align: center;"><b>Reports</b></p> <p>Your children’s <b>annual report</b> is available from the Reports icon. This will be published in June of each year. The latest report is displayed, but all reports from your children’s time at the school are also available.</p>
	<p style="text-align: center;"><b>Data Collection</b></p> <p>The data collection icon provides access to a list of options for keeping the data about you and your children accurate and up to date. Changes can be made for contact information, cultural information, dietary needs, medical details etc. Any changes made will be sent directly to the school for final verification and approval.</p>